Defense Manpower Data Center

Department of Defense

Security Online Web Application
v. 2.1.002
User Manual

Abstract This manual describes how to use the Security Online Web Application, which provides a means to create user accounts and grant users access to designated DMDC applications.

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Document History

Document Version	Date	Description
0.1	21 May 2003	Original (for AATD).
0.2	15 August 2003	Revised document format, resized screen shots, edited user steps. App. Ver. 2.73.003
0.3	28 October 2003	Formatted using DMDC East template.
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1.0	03 February 2005	Removed DEERS references to facilitate use by other divisions; revised password reset instructions; minor edits.
1.1	22 March 2006	Updated for application version 2.1.002.

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1.0 Document Purpose

This manual explains how to use the Defense Manpower Data System (DMDC) Security Online Web Application. For additional information about the procedures and roles for establishing a structure to manage access to the DMDC user-based applications, refer to the *Guide to Application Security Management*.

2.0 Security Online Web Application Overview

The DMDC Security Online Web Application (and its client/server counterpart, the Security Application) was developed by the DMDC to provide a means for Site Security Managers (SSMs) to perform functions related to the availability of other DMDC applications to users at a site. Specifically, SSMs use the Security Online Web Application to:

- Add users to their site

- Grant or revoke permission for users to access particular applications

- Update the e-mail address and title of users

- Activate or Deactivate users

- View and update their site information

An SSM is normally associated with a single site, which is a logical grouping of application users. However, one person can be an SSM for more than one site. Each SSM is given permissions to grant access to a certain list of applications and certain access levels within each application.

SSMs must protect the Security Online Web Application from unauthorized use by locking their workstations whenever they leave the workstations unattended even for a short time.
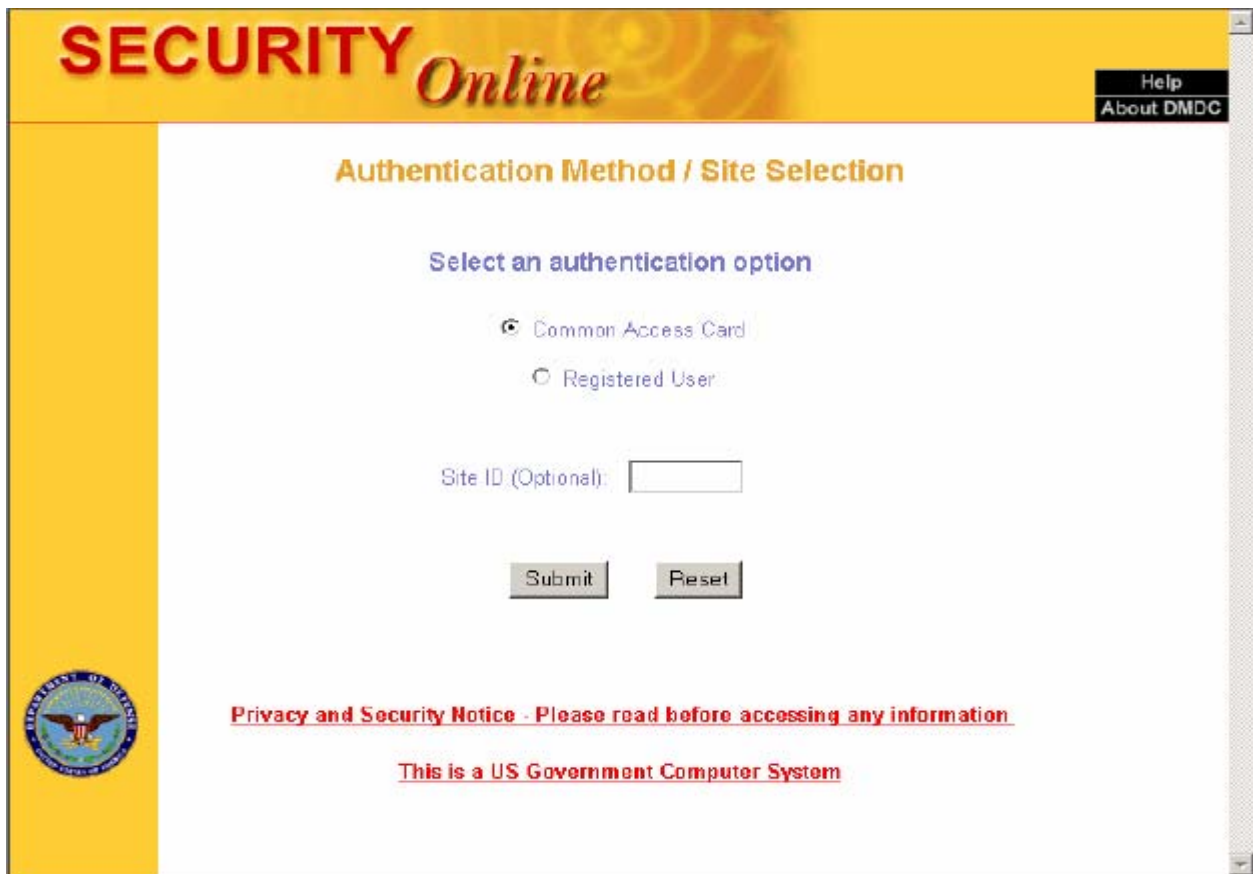
3.0 Logging On to the Application

The Security Online Web Application supports two methods of logging on:

- The Common Access Card method uses CAC authentication. (See 3.1, "Logging On Using Your Common Access Card" on page 2.)

- The Registered User method uses an SNT User ID and Password for authentication. (See 3.2, "Logging On Using Your Registered User ID and Password" on page 3.)

Note: If you have trouble logging on to the Web site, click Help in the upper right corner of the Logon page. A new window opens, displaying information about SSM roles and responsibilities, contact information for requesting password resets, and contact information for reporting Web site problems.

3.1 Logging On Using Your Common Access Card

1. Access the Security Online Web Application by typing
   https://www.dmdc.osd.mil/appj/audit/index.jsp in your Web browser and pressing
   <Enter>. The Security Online Authentication Option page displays. The Common Access
   Card authentication option is selected by default.

2. If you are the Site Security Manager for more than one site, you can select a site by typing its
   Site ID in the corresponding field. To select one of your sites from a list later in the logon
   process, leave the field blank.

   Note: If you are the Site Security Manager for only one site, you can leave the field blank to
   log on to your site.

3. Click Submit.

4. Follow your web browser's instructions to select and verify your certificate. If prompted,
   enter your Personal Identification Number (PIN) for your Common Access Card.

   When the authentication process is successful, you are logged on to the application.

3.2 Logging On Using Your Registered User ID and Password

1. Access the Security Online Web Application by typing
   https://www.dmdc.osd.mil/appj/audit/index.jsp in your Web browser and pressing
   <Enter>. The Security Online Authentication Option page displays. The Common Access
   Card authentication option is selected by default.

2. Select the Registered User authentication option.

3. If you are the Site Security Manager for more than one site, you can select a site by typing its
   Site ID in the corresponding field. To select one of your sites from a list later in the logon
   process, leave the field blank.

   Note: If you are the Site Security Manager for only one site, you can leave the field blank to
   log on to your site.

4. Click Submit. The Logon page displays.

5. On the Logon page, type your SNT User ID and SNT Password in their respective fields.

6. Click Submit.

    If the User ID and Password match the records stored in the SNT table and the Site ID is found in the Audit table, you are logged on to the Security Online Web Application.

Note: After three logon attempts, your password will be suspended. Contact the DMDC Support Center (DSC) at **800-538-9522** or **800-372-7437** (global) or via DSN at **761-6953** (CONUS) or **312-761-6953** (OCONUS) to request a password reset. When the DSC has reset your password, you must change it when you next log on.

3.3 Selecting Your Site ID

If you are a Site Security Manager for more than one site and you did not type a Site ID in the field on the Authentication Options page, the first page that displays when you log on shows a list of the sites for which you are a Site Security Manager.

To choose a site, select the appropriate site from the list and click Submit. The Welcome page displays.

4.0 Accessing Application Functions

In the left and top margins of most pages on the Web site, there are links that provide access to the Web site's functions.

In the left margin:

- **Add Site User** Add a new user to your site (see 5.0, "Adding a New Site User" on page 7).

- **Update Site User** View a user's information, to update a user's title and e-mail address, or to view or change the user's application access (see 6.0, "Viewing or Modifying User Information and Application Access" on page 10).

- **Site Summary** View and update information for a site and view a list of users at the site and the applications to which they have access (see 7.0, "Viewing and Updating Site Information" on page 18).

In the top right margin:

- **Change Password** Change your SNT password (see 9.0, "Changing Your Password" on page 23). This function appears only when you have logged on with your SNT user ID and password.

- **Help** Access the Security Online Web Application Help topics, which describes how to use the application and describe all functions available on each screen (see 10.0, "Displaying Help and Related Information Pages" on page 25).

- **Exit** Logs you off the Security Online Web Application (see 11.0, "Exiting the Security Online Web Application" on page 26).

5.0 Adding a New Site User

In order for a person to access DEERS applications, that person must have an entry in the DEERS Users table. Use the Security Online Web Application to add a person at your site to the User table.

1. To add a new user to your site, click Add Site User in the left margin. The Add Site User search page displays.

2. In the Person ID field, type the identification number for the person you want to add.

3. If necessary, change the Type Code to reflect the type of Person ID for the person you want to add. Click the down arrow on the Type Code dropdown list. The Type Codes available are:

   - **S: SSN** the ID is a Social Security Number

   - **F: FIN** the ID is a Foreign Identification Number (for foreign military and nationals)

   - **D: TIN** the ID is for a dependent with a Temporary Identification Number

   - **T: TEST** the ID is a Service Number for military personnel

   - **R: REFUSED** the ID is for a DoD Contractor who refuses to give his social security number

4. Click Submit. An Add Site User entry page displays.

   Note: If the Person is already in the database, the Site User page displays the user's information. See 6.0, "Viewing or Modifying User Information and Application Access" on page 10 for more information about updating a site user's record.

5. In the upper section of the Add Site User entry page, type the appropriate user information in the designated fields. First Name and Last Name are required.

   Caution: After you save the user information on this page, you will be able to edit only the Position and E-mail Address fields in the future.

6. In the lower section of the page, grant the user access to listed applications by checking the corresponding check boxes.

Application Access:

Select/Revoke application(s) for this person.

Status Code	Application ID	Application Name	Access Code / Description
☐	0025	QA Tools KBH	00 / VIEW ONLY
☐	0025	QA Tools KBH	01 / Limited Updates
☑	0025	QA Tools KBH	02 / Clerks / Patchers
☐	0025	QA Tools KBH	05 / Enrollment Fixers
☐	0025	QA Tools KBH	06 / Contingency Updates
☐	0025	QA Tools KBH	09 / UNRESTRICTED
☑	0026	Person Research KBH	00 / UNRESTRICTED

Submit   Cancel

When granting access to applications, note the following:

- For some applications, you can grant different levels of access to provide users with varying degrees of permissions to view or modify data. (All applications offer an "Unrestricted" access level that allows application use without limitations.) Grant a level of access for an application by selecting the check box adjacent to the appropriate Application Name and Access Code.

- You do not have permission to grant an application's level of access that does not have a check box next to it. Authorized DMDC personnel maintain the list of applications and access levels you can grant to users.

- If the application name ends in an H (as in QA Tools KBH), you can only grant one level of access. If you attempt to grant access to more than one access level for an application, the Web site assigns the highest of the Access Codes you chose.

- If the application name ends in an L (as in QA Tools KBL), you can grant multiple levels of access. For example, to give a user View Only and Limited Updates access, check both the View Only and Limited Updates checkboxes. If you want to give a user full access, check all the checkboxes.

7. Click Submit. The Site User page displays, reflecting the information you submitted.

8. From the Site User page, you can view/update the user's information and application access. (See 6.0, "Viewing or Modifying User Information and Application Access" on page 10).

6.0 Viewing or Modifying User Information and Application Access

To view or modify a user's information and application access:

1. Display the Site User page by pulling the user's record from the database (see 6.1, "Viewing or Updating a Site User" on page 11) or by selecting the user from the user list on the Site Summary page (see 7.0, "Viewing and Updating Site Information" on page 18).

2. From the Site User page, you can:

    *   View the displayed user's information, update the user's e-mail address and position, and view and modify the user's application access. (See 6.2, "Modifying User Information and Application Access" on page 14.)

    *   Deactivate the displayed user. (See 6.3, "Deactivating a User" on page 16.)

6.1 Viewing or Updating a Site User

To view or update a user's information, begin by selecting the user's record from the database:

1. Click Update Site User in the left margin. The Select Site User to View/Update page displays.

2. In the Person ID field, type the identification number for the person you want to pull.

3. If necessary, change the Type Code to reflect the type of Person ID for the person you want to add. Click the down arrow on the Type Code dropdown list. The Type Codes available are:

    *   **S: SSN** the ID is a Social Security Number

    *   **F: FIN** the ID is a Foreign Identification Number (for foreign military and nationals)

    *   **D: TIN** the ID is for a dependent with a Temporary Identification Number

    *   **T: TEST** the ID is a Service Number for military personnel

    *   **R: REFUSED** the ID is for a DoD Contractor who refuses to give his social security number

4. Click Submit. If the user is already in the database, the Site User page displays. (If the user is not in the database, an error message displays.)

5. On the Site User page, review the Person Information section.

    - Last Name, First Name, Middle Name, Title, and Cadency Name—You cannot edit these fields that display the user's name.

    - Position and E-mail Address—To change this information, see 6.2, "Modifying User Information and Application Access" on page 14.

6. Review the Selection Information section. You cannot modify this information.

   - Person ID—This is the identification number for the user.

   - Person ID Type Code—This code represents whether the Person ID is a Social Security Number (S) or a Foreign ID number (F).

7. Review the Database Status Information section.

   - User Account Code—The user can log in to DMDC applications using this SNT user account. In general, an administrator creates and enters the User Account Code via another application. With appropriate permissions, you can add or edit the User Account Code.

   - User ID—The system assigns the User ID when the person becomes a user. (See 5.0, "Adding a New Site User" on page 7.) You cannot modify the User ID.

   - Registered on DB—This field displays Y for existing users, indicating that the person is in the Person table of the database. You cannot modify this information.

   - Registered User—This field displays Y for existing users. You cannot modify this information.

   - Active Site User—This field displays Y for active users and N for inactive users. To deactivate a user, see 6.3, "Deactivating a User" on page 16.

8. Review the Application Access section. The user has access to applications whose corresponding Status Code column displays "Active." To grant or revoke application access for the user, see 6.2, "Modifying User Information and Application Access" on page 14.

To access another function, click a link in the left or top margin. (See 4.0, "Accessing Application Functions" on page 6.)

6.2 Modifying User Information and Application Access

Use the Security Online Web Application to view a user's information, update the user's e-mail address and position, and view and modify the user's application access.

1. Display the Site User page by "pulling" a user's record from the database (see 6.1, "Viewing or Updating a Site User" on page 11) or by selecting the user from the user list on the Site Summary page (see 7.0, "Viewing and Updating Site Information" on page 18).

2. Click **update** next to the user's name at the top center of the page.

The Update Site User page displays.

SECURITY *Online*

Change Password
Help
Exit

Please Select

Add Site User
Update Site User
Site Summary

Update Site User

MANFRED MANN

| Position: | VERIFYING OFFICER |
| Email Address: | MANFRED.MANN@NEWSITE.MIL |

Application Access:

Select/Revoke application(s) for this person.

Status Code	Application ID	Application Name	Access Code / Description
☐	0025	QA Tools KBH	00 / VIEW ONLY
☐	0025	QA Tools KBH	01 / Limited Updates
☑	0025	QA Tools KBH	02 / Clerks / Patchers
☐	0025	QA Tools KBH	05 / Enrollment Fixers
☐	0025	QA Tools KBH	06 / Contingency Updates
☐	0025	QA Tools KBH	09 / UNRESTRICTED
☑	0026	Person Research KBH	00 / UNRESTRICTED

[Submit] [Cancel]

Privacy and Security Notice - Please read before accessing any information

This is a US Government Computer System

3. To update the Position or E-mail Address, edit the information directly in the fields at the top of the page.

4. As necessary, modify the user's application access:

   a. To grant the user access to an application, check the corresponding check box in the Application Access section.

   b. To revoke access to an application, clear the corresponding check box.

   When granting and revoking access to applications, note the following:

   • Users may have access to applications or access levels that you do not have permission to manage. You do not have permission to grant an application's level of access that does not have a check box next to it. Authorized DMDC personnel maintain the list of applications and access levels you can grant to users.

   • For some applications, you can grant different levels of access to provide users with varying degrees of permissions to view or modify data. (All applications offer an "Unrestricted" access level that allows application use without limitations.) Grant a level of access for an application by selecting the check box adjacent to the appropriate Application Name and Access Code.

- If the application name ends in an H (as in QA Tools KBH), you can only grant one level of access. If you attempt to grant access to more than one access level for an application, the Web site assigns the highest of the Access Codes you chose.

- If the application name ends in an L (as in QA Tools KBL), you can grant multiple levels of access. For example, to give a user View Only and Limited Updates access, check both the View Only and Limited Updates checkboxes. If you want to give a user full access, check all the checkboxes.

- You can quickly deny a user access to all applications by revoking the user's privileges. See 6.3, "Deactivating a User" below.

5. When you are finished making changes, click Submit. The Site User page displays, reflecting the information you submitted.

To access another function, click a link in the left or top margin. (See 4.0, "Accessing Application Functions" on page 6.)

6.3 Deactivating a User

When a user no longer requires access to any applications (for example, when the user is on temporary leave or no is longer employed at the site), you can revoke access to all applications by deactivating the user. You can activate a deactivated user by simply granting the user access to an application. (See 6.2, "Modifying User Information and Application Access" on page 14.)

Warning: Deactivating a user removes all application access for that user, including applications and access levels that you do not have permission to assign.

To deactivate a user:

1. Display the Site User page by "pulling" the user's record from the database (see 6.1, "Viewing or Updating a Site User" on page 11) or by selecting the user from the user list on the Site Summary page (see 7.0, "Viewing and Updating Site Information" on page 18).

For an active user, the "Active Site User" is Y in the Database Status Information section.

2. Click "remove" near the top of the page. A "Confirm" link appears beneath "remove."

3. Click "Confirm." A message confirms the success of the operation. To verify the deactivation, re-display the Site User page by "pulling" the user's record from the database (see 6.1, "Viewing or Updating a Site User" on page 11). The "Active Site User" will show N to indicate that the user has been deactivated, and the Application Access sections will show that access to all applications has been revoked.

To access another function, click a link in the left or top margin. (See 4.0, "Accessing Application Functions" on page 6.)

7.0 Viewing and Updating Site Information

The Site Summary function allows you to view and edit your site information and view a list and overview of all users at the site. From the user list, you can view and update a user's details.

1. To view Site Summary information, click Site Summary in the left margin. The Site Summary page displays.

By default, the site information is hidden and Site Users overview list is displayed. You can hide or display each section as desired. (See the following steps.)

2. To view the site information, click the plus sign ("+") adjacent to the site name bar. The Site Information section displays, and the plus sign changes to a minus sign ("-").

To hide the site information, click the minus sign adjacent to the site name bar. The Site Information section is hidden, and the minus sign changes back to a plus sign.

3. You can similarly toggle the Site Users section by clicking the plus sign or minus sign adjacent to the Site Users bar.

4. To update the site information:

    a. Click "update" in the site name bar.

The Update Site Information page displays.

b. Enter the site's contact information in the upper section of the page.

c. Enter the site's mailing address and location information in the lower sections of the page.

    Note: You cannot change the Site Name. Any changes you make in that field will be ignored.

d. Click Submit. The Site Summary page displays, reflecting the information you submitted.

8.0 Viewing and Updating Site User Information

1. If the Site Users section is not displayed, click the plus sign adjacent to the Site Users bar. The Site Users section displays.

2. In the bar labeled with the user's name, click the "details" link. The Site User page displays. From this page you can view or update the user's information and application access. (See 6.0, "Viewing or Modifying User Information and Application Access" on page 10.)

9.0 Changing Your Password

If you logged on to the Security Online Web Application using your registered user ID and password (see 3.2, "Logging On Using Your Registered User ID and Password" on page 3), you can change your SNT password directly from the application. To change your password:

1. Click Change Password at the top right margin of any page.

> **Note:** The Change Password link does not appear if you logged in using your Common Access Card.

The Change Password page displays.

2. Type your current password in the Current Password field, and type your new password in each of the two remaining fields. (To clear the fields and start again, click Reset.)

Your new password must meet the following criteria:

- Passwords must be eight (8) characters.

- Passwords must contain at least one uppercase letter, one lowercase letter, one number, and one special character (-!<#$%&*>?).

- Passwords cannot contain the same character more than twice.

- Passwords must not match the previous five (5) passwords.

- Passwords expire after 45 days and are deactivated after 60 days of inactivity.

3. Click Submit. When the password change is successful, a confirmation page displays.

From the confirmation page, click a link in the left or top margins to access another function. (See 4.0, "Accessing Application Functions" on page 6.)

10.0 Displaying Help and Related Information Pages

In addition to this User Manual, the Security Online Web Application includes online help and links to related information pages.

- **Help** Displays help topics that describe how to use each page of this application and all of the functions on each page

- **About DMDC** Displays information about DMDC

- **Privacy and Security Notice** Displays information about DMDC's Privacy and Security Policy

- **U.S. Government Computer System** Displays information about DMDC's policy on the use of a government computer system

11.0 Exiting the Security Online Web Application

When you have finished using the Security Online Web Application, be sure to log off. Click Exit in the top right margin of any page. The Logon page displays, allowing you to log on to the application again. For maximum security, close your browser.

Note: You are automatically logged off the Security Online Web Application after a period of inactivity.